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b. Final action of the Board shall require the presence and unanimous approval of the three regular members. A copy of the report of each action taken shall be submitted to the Office of the Deputy Director (Administration)

c. The Hazardous Duty Pay Board shall meet at such intervals as it determines necessary and any member shall have the right to request that a meeting be called

d. When the Board determines that a category shall be established for payment of Hazardous Duty Pay to all employees whose duty falls within that category a memorandum shall be sent to the Office of the employees concerned, setting forth standards for initial payment and for continuation of payment.

e. When the Board determines that one or more persons perform duties under conditions which do not constitute eligibility within a category, and do not warrant the establishment of a category but are under conditions which entitle them to Hazardous Duty Pay a memorandum shall be sent to the Office of each employee concerned setting forth standards for initial payment and for continuation of payment

f. The Board will designate officials, not to be below Division Chief level who will be responsible for certifying that the employees receiving Hazardous Duty Pay have met and are meeting standards for continued eligibility

g. The Hazardous Duty Pay Board may be guided by, but not necessarily limited to, standards used by the military services or other government agencies in determining amounts and methods for payment of Agency personnel performing comparable functions.

h. The Board shall determine standards for the payment of Hazardous Duty Pay to employees and agents while in a training status and after assignment.

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week period following each certification.

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b. The [REDACTED] Pay Differential will become effective for those employees whose eligibility is established at the beginning of the first pay period following issuance of this regulation.

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19 November 1951

MEMORANDUM FOR: Career Service Committee

FROM: Working Group on Career Benefits

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SUBJECT: [REDACTED] Pay for Staff Employees and Staff Agents

1. By memorandum, dated 26 October 1951, to the members of the various Working Groups of the Career Service Committee, there were transmitted the directives and terms of reference that were assigned to each Working Group by the Committee. The problem was stated to this Group "To recommend to the Career Service Committee the scope of and degree to which 'Career Benefits' are necessary and desirable;"

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2. The Minutes of the 4th Meeting of this Working Group reflect the unanimous view that [REDACTED] pay for appropriate trainees is necessary and desirable. It appears that no legislation is required for this purpose. However, the recommendations contained herein would require approval of the DCI.

3. The principal document of reference considered by the Working Group pertaining to this subject is the memorandum from the Assistant Director of Training (Covert) to the Joint Training Committee, dated 18 September 1951. That memorandum is attached for ready reference. The specific recommendations of this Group are stated in broad terms, and it is recognized that detailed regulations necessarily must be devised upon approval of the following principles:

a. To be included in this plan would be those staff employees and staff agents who are under the jurisdiction of the Covert Training Branch.

b. Such employees who are certified for [REDACTED] training and [REDACTED] instructors would be entitled to additional compensation based on payment of \$100.00 per month. Trainees would be entitled to three months of payment based on military standards of eligibility. Payment would only be made in the event of successful completion of prescribed courses of training approved by the DCI, or his designee.

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c. Such payments would be paid retroactively to all trainees and instructors who otherwise meet the standards and who have completed the prescribed courses subsequent to 2 October 1950. Payments would only be made for those individuals who are in the employ

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of CIA on the date of DCI approval of this plan. It is recognized that there may be legal and fiscal restrictions pertaining to the retroactive aspects. Therefore, upon appropriate determination of those restrictions, payments will be made as legally permissible and if funds are available.

d. Insofar as possible the regulations to be issued would embody the policies established by the military [REDACTED]

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e. Training Courses, the completion of which would entitle an individual to the additional compensation, would require approval by the DCI, or his designee.

f. Authority should be delegated to the Assistant Director for Personnel, upon recommendation of the appropriate Assistant Director, to approve additional compensation for [REDACTED] where, in his opinion, staff employees and staff agents other than those under the jurisdiction of the Covert Training Branch have complied substantially with the standards prescribed for trainees and instructors under that Branch.

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4. This Group is not aware of the specific form in which the Career Service Committee desires recommendations to be made. However, it is believed that the recommendations contained in this memorandum are sufficiently definite to warrant consideration by the Committee and, if approved, to be forwarded through appropriate channels for approval of the DCI. In the event the Committee approves this recommendation, it is suggested that implementing regulations be drawn, probably as an addition to the Confidential Funds Regulations. The appropriate unit for drafting these regulations probably would be the Advisor for Management, with proper coordination with the Office of the Comptroller and the Office of Personnel. In this manner the recommendation, together with the regulations, could be presented to the DCI for his approval simultaneously.

/s/

[REDACTED]
Chairman

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Recommendations Approved:

/s/ F. Trubee Davison

Career Service Committee

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h. Statistically:

The number of GS-5 CIA civilian employees who have completed [REDACTED] training to date and who have received no hazardous duty pay is 78

The number of other CIA civilian employees who have completed this training to date, and who have received no hazardous duty pay is 5

The number of GS-5 CIA civilian employees now undergoing hazardous training is 41

The number of other CIA civilian employees now undergoing training is 4

The estimated number of GS-5 CIA civilian employees who will take this training, under present training plans and policy (FY52 and 53) is 1450 (exclusive of above)

The estimated number of other CIA civilian employees who will take this training, under present training plans and policy (FY52 and 53) is 150 (exclusive of above)

The estimated number of CIA civilian instructors who may be required on a continuing hazardous duty pay under present training plans and policy (FY52 and 53) is 10

3. DISCUSSION

a. In view of the fact that hazardous occupations are recognized in the form of additional pay in other services of the government, individuals participating in the same type of instruction, under the same conditions and working within the same group are entitled to the same consideration.

b. The CIA civilian employee (the CIA civilian instructor excepted) will not be required to continue on a hazardous pay status. He may, in the fulfillment of a perilous and jeopardous mission, be required to use the knowledge gained under instruction. Therefore, the pay increase for this type of hazardous duty should be limited to a three-months' period, except for the instructors, commencing with the month in which he successfully completed that phase of his training.

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c. A GS-7 is entitled to the administrative benefits accruing to a 2nd Lieutenant. Lower ratings are in enlisted status. The approach to the hazardous pay problem for the GS-5 trainee would therefore be to grant him between \$50 to \$100 per month for three months. The GS-5 trainee does not, however, accrue all other advantages given to enlisted men of the services. Therefore, all CIA trainees, regardless of rating, should receive the full hazardous duty pay of \$100 per month for three months.

d. On the hypothesis of parity of duties performed, all who have completed this training should receive the hazardous duty pay retroactively.

e. The estimated cost of financing this project is:

- (1) Retroactively, 83 trainees at \$300 each \$24,900
- (2) Presently in training, 45 trainees at \$300
each 13,500
- (3) Estimated 1600 trainees FY52 and 53 at \$300
each 480,000
- (4) Estimated 10 CIA Civilian instructors FY52 and
53 at \$1200 each, adjusted for partial FY52 . . . 20,000

f. Assuming funds available, the hazardous duty pay increases for trainees could be accomplished by:

- (1) Temporary promotions of three months' duration at an annual rate of increase of \$1200 per year, or
- (2) A bulk payment of \$300 per trainee out of other funds, such as Confidential Funds, which are directly controlled by the DCI.

The administrative considerations of temporary promotions in all probability eliminate that method as being inefficient and inexpedient, particularly as not only are GS-5 ratings to be considered but others of higher category. Of the two solutions proposed, it is felt that solution (2) would be more acceptable administratively.

4. CONCLUSION

It is concluded that:

a. All CIA civilian trainees should receive extra pay (\$300) for hazardous duty for a period of three months upon successful completion of the course of training as prescribed by CIA.

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b. ALL CIA civilian instructors engaged in hazardous duty should be placed on a hazardous duty pay status on a basis comparable to that for which the military services are entitled to extra compensation by provisions of law.

5. RECOMMENDATIONS

a. That all CIA civilian trainees currently and in the future undertaking hazardous duty instruction under TRC be granted hazardous duty compensation at a rate of \$300 per trainee, upon successful completion of such courses of training as the Director, CIA may direct.

b. That all CIA civilian instructors engaged in hazardous duty be placed on a continuing hazardous duty pay status at a rate of \$100 per month, qualifying for such continuous pay in a manner identical with that prescribed by law for the military services.

c. That these amounts be paid from Confidential Funds available to the DCI.

d. That hazardous duty pay be similarly paid, retroactively, to individuals who have prior to the approval of this action successfully completed similar training, but not earlier than 2 October 1950.

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Assistant Director of Training (Covert)

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